

Q&A

November 2, 2022 – The Validation of Experience Requirement Explained

1. The teaching of an HR courses, does it have to be within an HRP A-approved institute? Or teaching at any accredited university will work?

Courses taught must be HRP A-approved courses (Please refer to the School Search Tool on our website for a list of current HRP A approved courses.), or HR courses taught at an accredited college or university.

If your course and corresponding academic institution are not currently preapproved, you will need to complete an application through Comparative Education Services to determine if the college or university where you provided HR instruction was accredited at the time you were teaching. Once you have received the report from Comparative Education Services, you will need to send it in along with your application.

2. Will applications be considered if organization charts, and position summaries are not sent or available for previous roles?

In order for a proper assessment to be completed applications must be submitted with the required supporting documents such as a chronological resume, job descriptions and organization charts. If you do not have original employer job descriptions or organization charts, you may recreate them to the best of your abilities as long as they are a true representation of the position.

3. If you are submitting the application based on a previous role, does the resume still need to include your current role?

A chronological resume indicating your most recent to oldest experience is required for all applications.

4. Is there a timeline of how long you have to complete the validation experience requirement once you have written and passed both CHRL exams?

Once you have passed the CHRL Knowledge exam, you will have up to 15 years to complete all the remaining CHRL requirements which includes the degree requirement and the Validation of Experience.

5. Will experience beyond 10 years be considered?

Only HR professional experience occurring within the last 10 years will be assessed in your application.

6. Do you consider volunteering experience?

Volunteer positions may be used towards time for the experience requirement as long as they are in HR at the professional level. They will be reviewed based on the same criteria as other positions

7. My position title changed but I continued to do the same tasks. Do I submit two questionnaires with the different job titles?

If you continue to do the same duties and responsibilities but have a new job title, in your questionnaire you may indicate both titles in the same questionnaire and you may include a note to provide clarity to the Panel explaining the circumstances. However, if the roles are different in responsibilities, then they should be presented separately and include job descriptions and organizational charts for each position.

8. Can the 36 months of experience be from one organization. Let's say the scope of the job changes but title doesn't change how should the applicant communicate that in their application?

Your questionnaire and job descriptions should reflect the position being assessed and should include in detail the duties and responsibilities that were performed for the entirety of that position. At least 36 months of approved professional experience requirement can be from one or multiple organizations.

9. Does the 36 months of experience have to be obtained after completing the CHRL KE/ Law exam or can it be completed beforehand?

You can begin the Validation of Experience at anytime in your designation pursuit, whether before or after completing the exams.

10. Does HR Coordinator experience count if it is more administrative?

In order for a position to be approved to be at the professional HR level it must meet all four dimensions, if positions are administrative and junior this may not be sufficient, please refer to the Guide for Assessors and Guide for Validation of Experience to understand what is considered as professional HR experience. To determine if a position is at the professional level, one would need to submit an application to the Assessment Committee with the required supporting documents, as we cannot determine nor advise beforehand the outcome of a position without a full assessment of the role.

11. What if someone has 2.5 years of full-time experience and some part-time experience at the same time? Will the part-time experience cover part of the 36 months of HR experience?

No applicant can earn more than full-time credit for their HR experience. An applicant who is employed fulltime as an HR professional and has additional part-time HR work will not be given credit for more than a full-time job (overtime or extra hours do not allow an applicant to earn more than one year of experience in a one-year timeframe).

12. Is the CHRP a pre-requisite to the CHRL or can we consider being assessed for the CHRL without a CHRP?

The CHRP is not a pre-requisite for the CHRL, you may choose to pursue the CHRL designation if you meet the requirements.

13. What if you are an independent consultant, can that experience be submitted?

HR consultants can receive time for their consulting work. However, only the time spent advising clients on HR related matters can be counted and time should be pro-rated accordingly.

14. My HR department went through a restructure during my previous role, so the organization chart has changed multiple times, which one should I submit?

The organizational chart should reflect to the best of your abilities the reporting structure at the time you held the position.

15. If your application is denied, can you re-apply with the same job experience as long as you add more information or update it?

If your previous application was unsuccessful, you may add additional information / make updates to your resubmission application.

16. What is the employer letter supposed to say?

Employer letters should include confirmation of your position and additional detail on the duties and responsibilities of your position within the company.

17. Is there any feedback provided on the outcome of the application?

If your application is unsuccessful, you will receive detailed feedback response of which dimension were unsuccessful and any additional feedback from the Committee.

18. Do I need to provide my boss contact information for HRP to contact to confirm any information?

You do not need to provide employer contact information as we do not do reference checks. The information provided in the application must be a true reflection of the position as confirmed in the declaration page that the applicant must sign.